

2025 CONTRACTOR REGISTRATION

ANNUAL FEE \$20.00

REGISTRATION # _____
(FOR OFFICE USE ONLY)

PLEASE PRINT CLEARLY

DATE _____

OWNERS NAME _____

BUSINESS NAME _____

BUSINESS ADDRESS _____ CITY _____ STATE _____ ZIP _____

BUSINESS PHONE# _____ CELL PHONE# _____

CONTACT PERSON _____ **EMAIL** _____

MAILING ADDRESS (IF DIFFERENT FROM ABOVE) _____

INSURANCE COMPANY _____

EXPIRATION DATE _____ AMOUNT OF INSURANCE _____

TYPE OF CONTRACTOR
(CHECK THE ITEM THAT BEST DESCRIBES WHAT YOU ARE REGISTERING FOR)

GENERAL _____

PLUMBERS STATE LICENSE # _____

OTHER (PLEASE DESCRIBE) _____

Please be sure to include all the requirements:

- Completed application
- **Plumbers** include a copy of your state plumbers license
- \$20.00 fee **Pay online:** <https://www.paylocalgov.com/Payment/SelectEntity/909>
- Certificate of Liability Insurance (Minimum of \$500,000.00), DeKalb County Government must be listed as certificate holder (**Please do not assume we already have your certificate of liability insurance from the previous year. You must have the insurance company fax or email.**)
- **EMAIL** this application with a copy of your insurance certificate and receipt: buildingdept@co.dekalb.in.us
- **Absolutely, NO permits will be issued until contractors are completely registered. All permits require inspections, including a final**

Please make check payable to the DeKalb County Building Department if mailing application

Must email a copy of your receipt for online payments